

Policy: 2501 Procedure: 2501.03

Chapter: Wellness and Food Services

Rule: Utensil Control

Effective: 09/19/06 Replaces: 2501.01 Dated: 08/04/98

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) provides juveniles with cost effective eating utensils made of re-usable plasticware that provides adequate usability and safety.

Rules:

- 1. **FOOD SERVICE/HOUSING UNIT PERSONNEL** shall ensure that each juvenile is allowed to use a fork, spoon, and, as necessary, a knife at each meal. If available, provide each juvenile with sporks:
 - a. As each housing unit enters the dining room at each meal, the **FOOD SERVICE PERSONNEL** shall:
 - i. Dispense one set of plasticware to each juvenile and employee;
 - ii. Provide housing unit personnel with an empty container in order to collect plasticware at the end of the meal.
 - b. After each meal, the **HOUSING UNIT PERSONNEL** shall:
 - i. Ensure each juvenile places one full set of plasticware in the container;
 - ii. Return the container to the Food Service Personnel;
 - iii. If utensils are missing, conduct a search of juveniles and write an Incident Report (IR).
 - c. FOOD SERVICE PERSONNEL shall:
 - i. Verify all utensils are accounted for;
 - ii. Wash all plasticware after each meal.
- 2. Each Monday after the lunch meal, the **FOOD SERVICE SUPERVISOR** shall ensure that Food Service Personnel count the sets of plasticware:
 - a. FOOD SERVICE PERSONNEL shall:
 - i. Note plasticware shortages;
 - ii. Report immediately any plasticware shortages to the Food Service Supervisor.
 - b. The FOOD SERVICE SUPERVISOR shall:
 - Notify all Housing Unit Supervisors, Housing Unit Managers, and Security of any noted plasticware shortages;
 - (1) The **HOUSING UNIT SUPERVISOR(S)** shall determine appropriate action, as necessary.
 - ii. Provide a monthly list of plasticware shortages to the facility Business Manager.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: